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Statement of Work

Title: **PROVIDE LOCKOUT/TAGOUT WORKER TRAINER**

Revision Number: 0

Date: July 13, 2016

Statement of Work for PROVIDE LOCKOUT/TAGOUT WORKER TRAINER

Revision 0

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1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) *Volpentest HAMMER Federal Training Center* (HAMMER) is a U.S. Department of Energy training facility specializing in hands-on training for the Hanford Site and the nation's Homeland Security mission. In some cases, Central Washington Building and Construction Trades represented craft personnel are utilized as experienced and qualified trainers from throughout the Hanford Site.

2.0 OBJECTIVE

The Mission Support Alliance (MSA) requires worker trainer support as needed to provide **Lockout/Tagout** Training.

3.0 DESCRIPTION OF WORK – SPECIFIC

MSA requires a Subcontractor to provide employees to support the position of worker trainer for Lockout/Tagout Training.

The assigned Subcontractor employee(s) shall be Building Trades represented employee under the Hanford Site Stabilization Agreement (HSSA).

The provided individual(s) shall have prior experience performing this specific training or be approved to participate in Lockout/Tagout training by the HAMMER individual identified by the Buyer's Technical Representative (BTR).

The Lockout/Tagout worker trainer instructs and evaluates workers on the necessary skills to properly control the unexpected release of hazardous energy or materials.

The worker trainers utilize a variety of teaching methodologies to meet the requirements of DOE-0336, *Hanford Site Lockout/Tagout*, including one-on-one practical evaluations.

The Lockout/Tagout courses to be taught under this statement of work include but are not limited to the following:

Course Title	Course #	Duration/ Hrs
HANFORD SITE LOCKOUT/TAGOUT FOR CONTROLLING ORGANIZATION – INITIAL	00310I	8
HANFORD SITE LOCKOUT/TAGOUT FOR CONTROLLING ORGANIZATION – RETRAINING	00310R	8



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Course Title	Course #	Duration/ Hrs
HANFORD SITE LOCKOUT/TAGOUT FOR AUTHORIZED WORKER – INITIAL	00311I	8
HANFORD SITE LOCKOUT/TAGOUT TRAINING FOR AUTHORIZED WORKER – RETRAINING	00311R	4

The scheduling, coordination, and request for the support shall be initiated by the HAMMER individual identified by the BTR for Lockout/Tagout on an as-needed basis.

The HAMMER individual identified by the BTR will identify training needs and class demands to determine the number of overall sessions needed. Sessions will be set per the HAMMER individual identified by the BTR direction to HAMMER/Hanford Training Logistics or Training Records through Enterprise Learning Management System (ELM).

After the sessions are set, at any time, the HAMMER individual identified by the BTR may add additional courses or cancel existing sessions. If new sessions are added to the schedule, the Subcontractor worker trainer(s) may be asked to provide support to these new sessions, in which case, the Subcontractor worker trainer(s) will be alerted as soon as possible that additional support opportunities exist. Where the Subcontractor worker trainer(s) can support the added session or activity, the Subcontractor worker trainer(s) should respond as soon as possible to the request.

In the event that classes are cancelled, the Buyer will notify the Subcontractor worker trainer(s) of the cancellation. The Buyer will not be billed for worker trainer time associated with cancelled classes if the cancellation was made 6 or more business days in advance of the class date. Buyer will accept a billing for Subcontractor worker trainer time should a class be cancelled within 5 or less business days of the class date.

Special Provisions:

Worker Trainer Expectations

- Worker trainer(s) shall be proficient on teaching the Lockout/Tagout courses listed above in Section 3.0 of this statement of work.
- Worker trainer(s) shall attain proficiency in each course prior to teaching the class unsupervised. This will entail studying the course(s) material, discussion of the course material with current worker trainers to ensure adequate knowledge of the material, observing the class, and conducting the class under the supervision of a current worker trainer. This will be coordinated through the HAMMER individual identified by the



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BTR. The HAMMER individual identified by the BTR will ultimately determine if a new worker trainer(s) is approved to teach classes unsupervised.

- Worker trainers shall provide training in accordance with approved current lesson plans. Deviation from approved lesson plans is not allowed without prior approval from the HAMMER individual identified by the BTR.
- Worker trainers shall adhere to and require that all students abide by the approved Health and Safety Plan for each course. If a safety concern is raised or if a deviation to the approved safety plan is observed or anticipated, the worker trainer shall notify the HAMMER individual identified by the BTR, responsible HAMMER/Hanford Training manager, or HAMMER Operations immediately.
- Worker trainers shall conduct all HAMMER/Hanford Training related work in accordance with approved MSA/HAMMER procedures and policies.
- Worker trainer(s) shall arrive 30 minutes prior to the beginning of the course being taught to 1) ensure that the classroom, equipment and course documents are in order for class and 2) greet students and ensure they are properly signed into class.
- Worker trainer(s) shall spend the time after class ends to ensure that all course materials/rosters have been checked for accuracy, delivered to HAMMER/Hanford Training Logistics, and the classroom has been reset or staged as directed by the HAMMER individual identified by the BTR or HAMMER/Hanford Training Logistics.
- The Worker Trainer shall attend other meetings as assigned related to the LOTO program or instructor development (recognition/safety meetings).
- The Worker Trainer shall participate in LOTO assessments as directed

Delivery of Training to the Department of Energy and Site Contractors:

When Subcontractor worker trainer support is needed, the Subcontractor will be contacted either by phone or by email by a member of the HAMMER/Hanford Training Logistics Team.

Course Materials:

Buyer will maintain all related course documentation to include Needs Analysis, Lesson Plan, Slide Presentation, etc. The Buyer will provide facility space, props, and all classroom materials including student evaluations, handouts, work books, pens, procedures, sample tags, feedback forms, activity sheets and items used during presentations.

Any changes to the course material will be made by the Buyer; such changes must be approved by the HAMMER individual identified by the BTR. All worker trainers will be briefed on any changes to course curriculum by the HAMMER individual identified by the BTR.



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Worker Trainer Staffing:

Worker trainers are required to pick up their class materials (includes supplies, handouts, roster, etc.) from HAMMER/Hanford Training Logistics located in MO260 on the HAMMER campus unless other arrangements are made by the HAMMER individual identified by the BTR or HAMMER/Hanford Training Logistics.

Enrollments and Billing:

Subcontractor is not authorized to make enrollments or collect billing for HAMMER/Hanford Training classes. Inquiries as to class availability must be referred to HAMMER/Hanford Training Logistics or the HAMMER individual identified by the BTR.

Rosters and Training Records:

Official class rosters will be provided to worker trainers with their class supplies. If not pre-staged inside the classroom, course materials will be available for pick-up by the worker trainer(s) one or two days before the scheduled session at MO260.

It is preferred that completed rosters be submitted to HAMMER/Hanford Training Logistics prior to the Close of Business on the given class date. At a minimum, completed rosters shall be submitted to HAMMER/Hanford Training Logistics for entry into ELM no later than the next business day after the date of the class. If this deadline cannot be made, a notification stating the extenuating circumstance shall be made to the HAMMER individual identified by the BTR and/or HAMMER/Hanford Training Logistics. Completed rosters will consist of the Course Completion Roster, all individual Training Completion Records, HAMMER/Hanford Training Course Evaluations, and any other course specific documents as determined by the HAMMER individual identified by the BTR or HAMMER/Hanford Training Logistics.

HAMMER/Hanford Training Logistics will produce individualized Training Completion Records (TCRs) that list the required evaluations for each student based on the individual's training plan or company policy. Worker trainer(s) shall provide evaluations for each student based on the TCR provided by HAMMER/Hanford Training Logistics. Worker trainers shall not make changes or adjustments to the required evaluations without prior approval from the HAMMER individual identified by the BTR.

If a worker trainer receives a request from a student or believes that there is a need to deviate from established training plans, the worker trainer shall contact the HAMMER individual identified by the BTR for approval. Approvals for deviation will be sought from the individual's manager and/or training department by HAMMER/Hanford Training staff. The individual's training department will be notified in the event of a deviation so that



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adjustments may be made to the training plan, if necessary. Deviations shall be noted for each student in the “Comments” section of the TCR by the worker trainer.

If a “walk-in” is received for a class, HAMMER/Hanford Training Logistics shall be contacted to verify that training prerequisites are met and that the proper student evaluations are identified. Walk-ins shall be permitted to attend the first hour of class while HAMMER/Hanford Training Logistics make the appropriate verifications. HAMMER/Hanford Training Logistics shall provide notification to the worker trainer within an hour of the class start as to whether or not the student has met the class prerequisites and has identified a payment method. Prior to the commencement of student evaluations, HAMMER/Hanford Training Logistics will provide notification as to the required evaluations.

Subcontractor worker trainer(s) may be invited by HAMMER/Hanford Training personnel to participate in activities including but not limited to HAMMER/Hanford Training-provided worker trainer enhancement meetings/workshops. The Subcontractor needs to notify the Hanford Training Program Manager and get his or her approval prior to the activity occurring.

In addition, the Subcontractor worker trainer(s) may be asked to participate in the Hanford Training Worker Trainer Development Program. There may be training sessions held throughout the year to provide professional development training.

The worker trainer support described under Section 3.0 of this statement of work is estimated to require approximately 750 labor hours in each fiscal year. This is not a cap nor a guaranteed number of hours; worker trainer support is strictly based on training demand.



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4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the [On Site Services Special Provisions](#), will apply to Subcontractor personnel.

4.1 Engineering Requirements

No engineering requirements identified.

4.2 Environment, Safety, & Health Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes.

The Subcontractor shall flow down safety and environmental requirements to the lowest tier subcontractor performing work on the Hanford Site commensurate with the risk and complexity of the work.

The Subcontractor and its subcontractors shall be responsible to comply with applicable City, State, and Federal requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Buyer's safety and health requirements will be communicated to the Subcontractor through facility-specific training and orientation, and the requirements specified in Special Provisions – On Site Services.

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. For emergencies while on the HAMMER campus, Subcontractor shall contact 9-1-1 on a land line phone (or 373-0911 on cell phones) then contact HAMMER Work Control at (509) 376-5353. The Buyer will then determine whether to modify the safety requirements of this statement of work.



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Safety is the first priority at HAMMER and all Subcontractors are required to strictly adhere to the policies and procedures for the Hanford Site and the HAMMER facility.

Subcontractors are not allowed to bring any prohibited articles or substances onto the Site without prior written permission. The prohibited articles include, but are not limited to, all hazardous materials, illegal drugs, explosives or incendiary devices, and firearms.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-11058](#), *Occupational Medical Qualification and Monitoring using EJTA*, for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

It is estimated that the assigned Subcontractor employee(s) will be on the Hanford Site, performing the work under this statement of work for more than 30 days in a year, so an EJTA shall be completed for each assigned Subcontractor employee who will perform work against this statement of work. This will be coordinated with the Buyer's Technical Representative.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

4.3 Quality Assurance (QA) Requirements

No quality assurance requirements identified.



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4.4 Government Property

Not applicable. The Subcontractor shall not be responsible for managing any Government-owned property.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the applicable Personnel Requirements appropriate to training, qualification and certification, and technical requirements for the courses being taught.

The following types of training qualifications are required:

Required Qualifications:

- Qualified Worker-Trainer
- Worker trainer(s) shall have experience teaching the Lockout/Tagout courses at HAMMER/Hanford Training listed in Section 3.0 of this statement of work.
- Minimum of 3 years instructing Lockout/Tagout training courses for HAMMER/Hanford Training
- The Subcontractor worker trainer(s) shall be a Building Trades represented employee under the Hanford Site Stabilization Agreement (HSSA).
- Qualified as a Hanford LOTO Trainer via course #003071, LOTO Instructor Qualification
- The individual(s) must be a qualified Hanford Site Lockout/Tagout user, or must be able to provide proof of previous qualifications to one of the following course numbers:
 - 00310I, Hanford Site Lockout/Tagout for Controlling Organization – Initial
 - 00310R, Hanford Site Lockout/Tagout for Controlling Organization – Retraining
 - 00311I, Hanford Site Lockout/Tagout for Authorized Worker – Initial
 - 00311R, Hanford Site Lockout/Tagout for Authorized Worker – Retraining

Desired Qualifications:

- Demonstrated experience at Hanford Facilities and Hanford Projects
- Demonstrated knowledge of ongoing Hanford Electrical Safety issues.



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Subcontractor shall provide proof of instructional experience and be considered a Subject Matter Expert on the topic of the course(s) to be taught.

The Subcontractor personnel assigned to this task must be approved by the HAMMER individual identified by the BTR prior to starting work.

Before a Subcontractor staff member is accepted to provide instruction under this statement of work, they will be asked to give a 10 to 15 minute presentation to HAMMER Training staff to demonstrate their instruction and presentation abilities on a safety training subject. This will be scheduled/coordinated by the BTR.

5.2 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees shall be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

A Hanford Site badge is not required for work conducted on the HAMMER campus. However, the Subcontractor needs to get the Subcontractor worker trainer a badge to enable the Subcontractor worker trainer to obtain an HLAN account and in case the work is performed elsewhere on the Hanford Site.

5.3 Work Location / Potential Access Requirements

This work scope shall be completed at the HAMMER Facility or at satellite locations across the Hanford Site. The work to be completed at the HAMMER Facility will be performed in an office environment/conference room/classroom/HAMMER training props.

If Subcontractor employee(s) are asked to perform this work scope at a satellite location out on the Hanford Site, the HAMMER individual identified by the BTR will ensure that the assigned subcontractor employee(s) has successfully completed the necessary training to perform work out at the satellite location(s) on the Hanford Site, prior to performing the work under this contract.

No special access requirements or hazardous conditions exist at the HAMMER facility. Any special requirements for the HAMMER facility are to be coordinated with the HAMMER individual identified by the BTR.

Site Access and Work Hours

HAMMER operates on the Hanford Site standard 4x10s schedule from 6am to 4:30pm with one-half hour designated as an unpaid period for lunch - with Mondays through Thursdays as Site work days; however, non-standard hours of support may be required – including



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working overtime. In addition, some preparation/take down time may be required before and after a course is taught.

Work performed outside normal operating hours shall be coordinated and/or approved through the HAMMER individual identified by the BTR prior to performing the work.

If any of the Subcontractor staff assigned under this contract get their approved shifts changed (i.e., 4x10s, 5x8s, etc.), the Subcontractor shall notify the Contract Specialist, the Buyer's Technical Representative, and the HAMMER individual identified by the BTR within 48 hours via email. This notification shall identify 1) the Subcontractor staff member's name, 2) what the current approved shift is, 3) what the new approved shift will be, and 4) when the change will be effective.

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR).

Subcontractor shall attend training review meetings at the HAMMER facility when requested.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

As noted in Section 3.0.

Provision of instructor support as described in Section 3.0 is the acceptance criteria that MSA will use to determine that the Subcontractor's work is considered acceptable.

7.2 Schedule

Start Date: October 1, 2016
Completion Date: September 30, 2017

8.0 SPECIAL REQUIREMENTS

In accordance with the HAMMER Weapons Policy, non-law enforcement/U.S. Military personnel or law enforcement/U.S. Military personnel who are not representing their



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agency/branch in an official capacity may not possess weapons or ammunition within HAMMER, i.e., all areas within the HAMMER perimeter fence.

All Subcontractor worker trainers providing training support for HAMMER/Hanford Training shall notify the training program manager if they are unable to conduct the training as scheduled for any reason. This notification should be done prior to the course delivery date if possible.

All training providers conducting courses at the HAMMER facility shall notify the responsible HAMMER/Hanford Training Program Manager prior to the course delivery date if the contracted course lesson plans and/or curriculum cannot be followed as originally submitted or noted in the contractual statement of work.

No course or exercise modification shall be performed within the scope of this contract without the approval of the responsible HAMMER/Hanford Training Program Manager. (A HAMMER/Hanford Training hazard analysis review is required for all course changes in accordance with HAMMER/Hanford Training HM-FP-01, Section 3.3, HAMMER/Hanford Training Hazardous Analysis and Control Process.)

Modification or changes to props or training aids is not allowed without the approval of the responsible HAMMER/Hanford Training Program Manager.

All instructors shall complete a HAMMER facility orientation before the first time they deliver training at the HAMMER facility and annually thereafter (available on Internet).